



# BATA

# JOB SPECIFICATION

## ***Position: Assistant Transport Coordinator***

### **JOB ROLE PROFILE**

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<b>Job Title:</b>	Assistant Transport Coordinator
<b>Reports to:</b>	Agricultural Transport Planner
<b>Work Location:</b>	BATA Ltd, Amotherby, Malton, YO17 6TA
<b>Hours of Work:</b>	45 hours per week, 7:00am – 5:00pm, Monday to Friday (flexibility required)
<b>Job Type</b>	Permanent, Full Time
<b>Driving License</b>	Full UK Driving License required due to location

### **Benefits**

- Free onsite parking
- Employee discount
- Cycle to work scheme
- Company sick pay
- Company pension
- Company events
- Performance-related annual bonus

### **About Us**

BATA was established as a farmers' cooperative in 1894 at Brandsby, North Yorkshire, 10 miles north of York. Today we are still an agricultural supply cooperative with 4,000 share members. We offer a wide range of products, including bulk and bagged animal feeds, pet foods, heating oil, LPG, timber, fencing, horse rugs, seeds or fertiliser, to name just a few.

### **Job Purpose**

Reporting to and working closely with the Senior Transport Planner, the postholder will effectively plan for a team of 15 drivers within the Agricultural Transport Department to include bulk feed deliveries, customer and store curtain sider deliveries, bottled gas deliveries and supplier collections. The role will also encompass a range of administration duties for the Transport and Mill departments.

### **General Job Tasks**

- Plan activities related to dispatching, routing, and tracking for all bulk, curtain-sider and bottled gas deliveries.

- Manage drivers start / finish times to ensure maximum availability to complete the plan.
- Provide administrative assistance for the Transport and Mill departments.
- Assist with ensuring that drivers comply with hours, tachograph rules and speed limits.
- Ensure that all vehicles are filled to the correct weights and not overloaded.
- Direct investigations to verify and resolve customer complaints, ensuring that excellent customer service is always provided.
- Liaise with Production Planning to ensure that all orders can be delivered and work together to cause minimum disruption due to changes.
- Liaise with mill staff re production of finished animal feed products to ensure efficient bulk feed delivery schedule across the BATA group.
- Assist with managing compliance records regarding driver and maintenance issues and liaise with Company Transport Manager.
- Maintain and develop customer relationships via various communication methods with other departments to ensure both the Transport and Mill departments are running most efficiently.
- Liaise with other departments re collection of goods for own use or resale.
- Assist with Agric Office cover including Customer Services, customer orders, answering the main office telephone and sales emails.
- Adhoc tasks as required
- Participation in additional training as required

In addition to the above, the post holder will be expected to carry out any reasonable task which falls within the scope and purpose of the post.

### **Key Attributes**

The ideal candidate will possess the following skills:

Essential:

- Excellent communication skills
- Computer literate and experienced in Microsoft Office
- To be polite and be able to work calmly under pressure whilst dealing with variable workloads, changing tasks and challenging customers.
- A good attention to detail.
- To be able to work as part of a team and on your own.
- Be confident and comfortable speaking to customers.
- Work to deadlines when carrying out tasks, therefore able being able to prioritise workloads.
- Confident in communicating with all levels of management and staff.
- Multitasking skills and good organisational skills.

Desirable:

- Knowledge of road transport regulations including tachograph hours and Working Time Directive.
- Agriculture
- Local area road system knowledge

Staff engaged at BATA are engaged in accordance with the company's standard terms and conditions of employment.

Here at the BATA Group equality, fairness and diversity are the foundation of our organisation. We are proud to be an equal opportunity employer who is fully committed to a policy of treating all its employees and job applicants equally. We value the differences that a diverse workforce brings to our organisation and encourage applications from everyone